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MEMORANDUM

13 March 1952

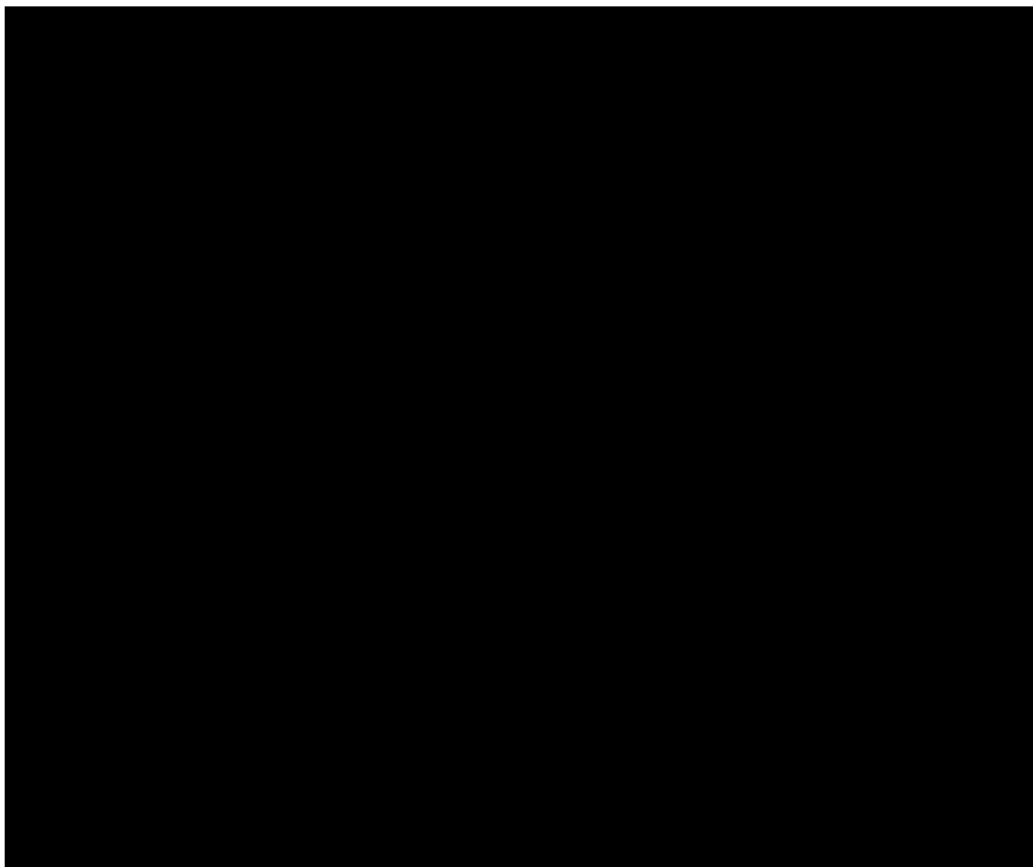
FOR : Deputy Director of Training (General)
FROM : Chief, Plans and Policy Staff
SUBJECT: Weekly Activities Report - Period 7 - 13 March 1952

I. Completed Projects

None

II. Projects in Process

1.



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2. Project 51-13, Register of Training Activities. Final approval was given on the IBM card to be used in recording the CIA orientation courses. The individual cards for each person who

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IN CLASS/ FOR CLASS / CLASS CHANGED TO: TS S (C) RET. JUST. ZZ
NEXT REV DATE / Q REV DATE 29/4/66 REVIEWER 06/0/ TYPE DOC. 02
NO. PGS 3 CREATION DATE ORG COMP // OPI // ORG CLASS S
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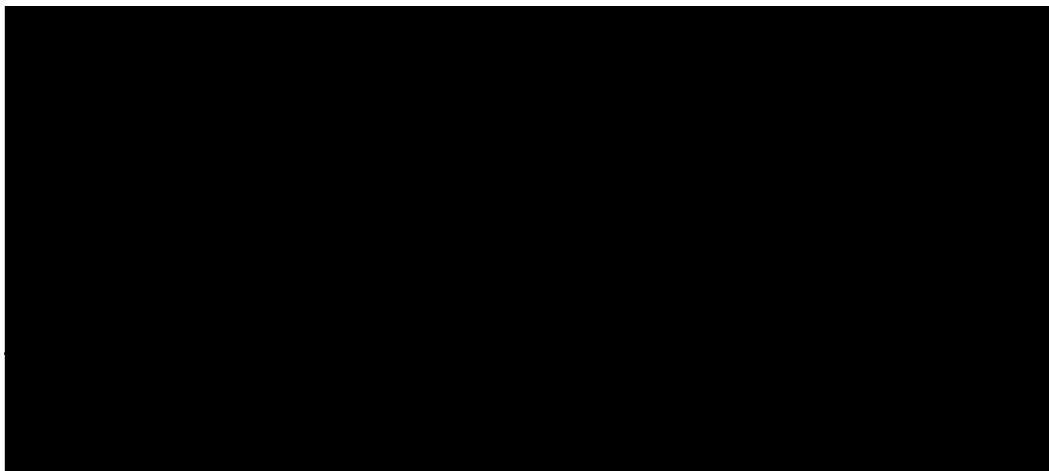
completed the last orientation course were transferred from [REDACTED] office to the IBM machine records division for processing. The remainder of the individual cards for those who completed earlier orientation courses will be sent to the machine records division in the near future. Action will proceed to design appropriate cards to be used in recording other training programs, such as the CIA Intelligence School, UTG/A, UTG/C, and the Language Training Center. Two meetings have been held with the registrar, [REDACTED] and personnel of the Language Training Center to evolve a satisfactory procedure for central registration for the O/TR.

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3. Project 51-26, Briefing [REDACTED] Preparing a study on the briefing of [REDACTED] the Deputy Director of CIA. At the instruction of the D/TR, collaboration on this project with the Office of Intelligence Coordination is proceeding in order that a single, mutually acceptable solution to this program will be presented. The Office of Intelligence Coordination entered into this program as a result of an attempt by this office to remove a conflict in regulations regarding the responsibility for this function within the Agency.

*4.

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5. Project 52-3, Training Office Section of CIA History. Draft in preparation by [REDACTED] as a low priority project. [REDACTED] of the Office of the Historian is shooting at a target date of mid-April. 25X1A9a
6. Project 52-9, Training for Employee Evaluation. Scheduled meeting with [REDACTED] to discuss this problem was postponed due to the illness of [REDACTED]. A meeting with the same personnel will be re-scheduled next week. 25X1A9a

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- *7. Project 52-11, Special Weapons Orientation Course. Received official notification of the quota allotted to CIA for attendance at the course and instructions for reporting. Preparing a draft memo to the interested offices notifying them of their quota, dates of attendance, reporting instructions, and other administrative details to be followed in sending personnel to this course.
8. Project 52-13, Office of Training Registrar. This project has been reported under project 51-13 preceding.

III. Newly Assigned Projects

None

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-11, Basic Intelligence Course.
5. Project 51-14, Cable Preparation Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
10. Project 52-5, CIA Employee Improvement.
11. Project 52-8, National Security Presentations.

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*It is suggested that these items might be pertinent to include in the report to the Director.

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